

**South Carolina Department of Disabilities  
and Special Needs**

**Disaster Preparedness  
Plan**

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**SC Department of Disabilities & Special Needs  
Statewide Disaster Phone List**

**A. Central Office**

- |  |                                |
|--|--------------------------------|
| 1. EOC – Command Center                        | 803-898-9649                   |
| 2. Emergency Analog Line – EOC                 | 803-898-9779                   |
| 3. Back-up Emergency Line - EOC                | 803-929-2517                   |
| 4. FAX - Command Center                        | 803-898-9656                   |
| 5. Emergency EOC - Tom Waring                  | 803-309-3375                   |
| 6. Community Services – District I - Director  | 864-938-3497; (C) 864-938-5089 |
| 7. Community Services - District II - Director | 843-832-5576; (C) 843-307-6812 |
| 8. Ham Radio - Roy Smarr                       | N4DLM                          |
| 9. Email                                       | List EOC Central Office        |
| 10. Public Phones - CO Switchboard             | 803-898-9600                   |
| 11. Back-up Emergency Switchboard              | 803-253-7610                   |

**B. Coastal Center**

- |  |  |
|--|--|
| 1. Public Phone - Switchboard              | 843-873-5750   |
| 2. Facility Administrator - Cellular Phone | 843-200-9783   |
| 3. FAX                                     | 843-821-5800   |
| 4. Cellular Phone – Public Safety          | 843-200-9781   |
| 5. Cellular Phone - OD                     | 843-200-9782   |
| 6. Email                                   | List EOC Coastal   |
| 7. District II Office                      | 843-832-5562   |
| 8. FAX - District II Office                | 843-832-5599   |
| 9. Email – District II Office              | <a href="mailto:RMagner@ddsn.sc.gov">RMagner@ddsn.sc.gov</a> |
| 10. Ham Radio Volunteer – Dennis Zabawa    | KG4RUL   |

**C. Midlands Center**

- |  |                   |
|--|-------------------|
| 1. Public Phone - Switchboard              | 803-935-7500      |
| 2. Facility Administrator - Cellular Phone | 803-600-4752      |
| 3. FAX                                     | 803-935-7678      |
| 4. Cellular Phone - OD                     | 803-600-4771      |
| 5. Cellular Phone - Service Support        | 803-600-4845      |
| 6. Email                                   | List EOC Midlands |

**D. Pee Dee Center**

- |  |                  |
|--|------------------|
| 1. Public Phone - Switchboard-Florence           | 843-664-2600     |
| 2. Public Phone - Switchboard-Saleeby            | 843-332-4104     |
| 3. Facility Administrator - Cellular Phone       | 843-495-0830     |
| 4. FAX   | 843-664-2656     |
| 5. FAX - Saleeby                                 | 843-332-0842     |
| 6. Cellular OD Pool Phone                        | 843-495-0831     |
| 7. Cellular Phone - Saleeby Campus OD            | 843-495-3300     |
| 8. Cellular Phone – Saleeby Campus – Sissy Spann | 843-495-3298     |
| 9. Email   | List EOC Pee Dee |
| 10. Ham Radio Volunteer – John Germain           | KA3JIL           |

**E. Whitten Center**

- |  |  |
|--|--|
| 1. Public Phone - Switchboard            | 864-833-2733   |
| 2. Facility Administrator-Cellular Phone | 864-938-5075   |
| 3. FAX                                   | 864-938-3115   |
| 4. Cellular Phone - OD                   | 864-938-5080   |
| 5. Cellular Phone - Service Support      | 803-600-4845   |
| 6. Email                                 | List EOC Whitten   |
| 7. District I Office                     | 864-938-3510   |
| 8. FAX - District I Office               | 864-938-3435   |
| 9. Email – District I Office             | <a href="mailto:JKing@ddsn.sc.gov">JKing@ddsn.sc.gov</a> |
| 10. Spartanburg - Autism                 | 864-594-4907   |
| 11. Spartanburg - Autism FAX             | 864-594-4923   |

**F. Autism - Coastal**

- |  |  |
|--|--|
| 1. Public Phone - Switchboard                | 843-852-4120   |
| 2. FAX                                       | 843-852-4119   |
| 3. Emergency EOC - Cellular Phone- Ms. Young | 843-297-1307   |
| 4. Email - Davezella Young                   | <a href="mailto:Young@ddsn.sc.gov">Young@ddsn.sc.gov</a> |
| 5. Daniel Davis                              | 803-898-9639   |

**G. State Emergency Management Division**

- |          |  |
|----------|--|
| 1. Phone | 803-737-8500   |
| 2. FAX   | 803-737-8570   |
| 3. Email | <a href="mailto:LKnight@EMD.sc.gov">LKnight@EMD.sc.gov</a>   |
| 4. Email | <a href="mailto:Warning1@EMD.sc.gov">Warning1@EMD.sc.gov</a> |

- H. DHEC – (during Disaster)**  
**1. ESF-8 Leader-Shirley Hollingsworth**

- 2. FAX**  
**3. Email**

803-898-3709  
Cell 803-518-6792; Pager 803-654-5792)  
803-898-3335  
[HollinsD.DHEC.sc.gov](mailto:HollinsD.DHEC.sc.gov)

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## II. TYPES OF DISASTERS LIKELY TO EFFECT SOUTH CAROLINA

<b><u>Nature of Disaster</u></b>	<b><u>Probability</u></b>	<b><u>Probable Location</u></b>	<b><u>Probable Time</u></b>
1. Hurricane	High	Coastal	June - November
2. Thunder Storms	Moderate	Localized	Year Round
3. Tornado	Moderate	Localized	Year Round
4. Flooding	Moderate	Statewide	Year Round
5. Forest Fires	Moderate	Statewide	Fall
6. Dam Failure	Moderate	Localized	Year Round
7. Nuclear Accident	High/Moderate	Localized	Year Round
8. Snow and Ice	Moderate	Localized	Winter
9. Earthquakes	Moderate	Statewide	Year Round

At a minimum, all plans shall have detailed procedures, which outline what action(s) will be taken if the referenced emergency occurs.

### III. PURPOSE

- A. Guidance to the District Offices, county DSN boards, and providers of services to consumers on procedures, organization, and responsibilities.
- B. Identification and designation of responsibilities and roles of DSN staff.
- C. An outline of actions required to be taken by the staff prior to (when possible), during and after a disaster.
- D. Specify actions to be taken to meet financial responsibilities incurred as a result of the disaster.

### IV. OPERATING PRINCIPLES

- A. The agency offering services to the consumer is responsible for the safety and welfare of their consumers and that responsibility remains with the agency regardless of where the consumers are located.
- B. Local DSN boards and QPL Residential Habilitation Providers will contact their District Director, who will then immediately inform the Associate State Director of Operations of impending or existing disaster within their jurisdiction. Regional Centers will contact the District Director of impending or existing disaster within their jurisdiction. The Associate State Director for Operations is responsible for notifying the State Director. **Once the Central Office Emergency Operation Center (COEOC) has been activated all information concerning an impending or existing disaster from local DSN Boards, QPL Providers and Regional Centers should be sent to the COEOC. (Refer to Page 5 for Statewide Disaster Phone list). (Providers Relocation Agreements per Attachment B)**
- C. Directions of disaster operations are exercised by the lowest level of service provision to the extent that level of administration can conduct operations.
- D. A request for support or assistance should be made to higher level of administration following the determination that a disaster is of such severity and magnitude that an effective response is beyond the capability of the lower level of administration.

#### **Level of Administration**

- 1. Family
  - 2. Provider
  - 3. DSN Board/QPL Residential Habilitation Providers
  - 4. Community District Office
  - 5. Central Office
  - 6. State Emergency Preparedness Division
  - 7. Federal Government
- E. Each DSN board and QPL Residential Habilitation Providers shall have a plan for each facility in its jurisdiction and each district will have a plan for the regional center and Community District Office. All plans will include, at a minimum, all items listed in attachment A.

- F. Plans will be reviewed and approved annually by:
1. Regional centers and District Offices plans will be reviewed and approved by the Central Office Emergency Operations Group.
  2. DSN Boards and QPL Residential Habilitation Providers plans will be reviewed and approved by the Community District Office.

## **V. RESPONSIBILITIES**

- A. The state director is responsible for assuring the safety, security and welfare of the individuals served and staff of DSN and is empowered with the authority to perform the duties to maintain their well being during a disaster situation or when a disaster is considered imminent.

The state director's duties include:

1. Proclaim an agency emergency and declare who is to assume the management for the consumers and staff, and who is to assume the responsibility of managing the disaster response at each level when a determination is made that the situation is beyond the response capability of the affected jurisdiction.
2. Suspend the provisions of existing regulations prescribing procedures for the conduct of business when such regulations prevent, hinder or delay necessary actions in coping with the disaster.
3. Suspend the normal operation of business when such business hinders or delays necessary actions in coping with the disaster.
4. Direct the utilization of all available agency resources as reasonably necessary to cope with the disaster.
5. Transfer the direction, personnel or functions of DSN resources for purposes of facilitating or performing emergency services as necessary or desirable.
6. Activate the Central Office Emergency Operations Center and designate who will direct the center.
  - a. Deputy State Director, Administration
  - b. Director of Budgeting

- B. Central Office Emergency Operations Center (COEOC)

1. The EOC is the organization employed by the state director in exercising his authority for the direction of disaster response. The EOC is staffed by selected central office staff.
2. The central office has 6 major responsibilities in a disaster situation;
  - a. Planning an effective disaster management response;
  - b. Warning of impending disaster;
  - c. Timely, effective deployment of resources in support of disaster operations in the state DSN system;
  - d. Inform and update state emergency operation center (SEOC) on the status of the emergency response. Also request assistance when needed.

3. Director, Central Office Emergency Operations Center manages the disaster response. The responsibilities shall be:
  - a. Assignments by the state director;
  - b. Organizing and staffing the EOC to ensure its effective response to disaster;
  - c. Coordinating the activities of the various agencies, regions and units in preparing for and operating in disasters including the utilization of all facilities, equipment, manpower and other resources within the jurisdiction of DDSN;
  - d. Preparing emergency proclamations for the state director and disseminating to all concerned;
  - e. Receiving, processing, evaluating and acting on requests for assistance;
  - f. Establishing, directing and coordinating operations of the DSN emergency communication system;
  - g. Directing and coordinating public information services for the DSN service delivery system;
  - h. Directing and coordinating evacuation of areas affected or threatened by a disaster;
  - i. Preparing reports and records.
4. Organization - The EOC is organized into the following groups:
  - a. Executive Group
    - (1) Coordinated by Director of Budgeting
    - (2) Composed of the Executive Staff
  - b. Operations Group
    - (1) Director of Budgeting
      - (a) Director of Finance
      - (b) Director of HRM
      - (c) Director of Purchasing and Supply
      - (d) Professional staff of Engineering Division
  - c. Communication Group
    - (1) Director of IRM
      - (a) Manager Information Technology Services
      - (b) Telecommunications Coordinator
  - d. Information Group
    - (1) Director of Community Relations
  - e. Support Group
    - (1) Director of HRM
    - (2) Project Coordinator



## 5. Responsibilities and Functions

### a. Executive Group

- (1) Establishes policy and procedures.
- (2) Develop the overall plan of action, including deployment of personnel and equipment to implement the plan.
- (3) Establishes priorities of and allocates resources to support disaster tasks and operations.
- (4) Directs support and recover operations in the disaster area and provides emergency funding of operations.
- (5) Determines and coordinates the evacuation plan.
- (6) Coordinates request for and utilization of state and federal aid.

### b. Operations Group

- (1) Implements the plan of action to include procurement and coordinates the utilization of support forces and resources require to carry out operations in the disaster area or areas affected.
- (2) Organizes and coordinates any immediate on site visits to the disaster area or areas.
- (3) Collects, analyzes and reports damage data and effects.
- (4) Assess requirements for state and federal support.
- (5) Implements evacuation plans.
- (6) Review all regional plans.
- (7) Prepare staff for disasters (training and drills).
- (8) Assigns tasks to CO staff.
- (9) Coordinates requests for staff assistance.
- (10) Coordinate the transportation, energy and supply needs.

### c. Communication Center

- (1) Provides effective communications to support operations in the disaster area to include communication other than typical telephones, i.e.: computer, radio, cellular phones, other.

### d. Information Center

- (1) Disseminates official information and instructions to consumers, staff and families.
- (2) Documents through notes and pictures the extent of the disaster.

### e. Support Center

- (1) Provides administrative and clerical support.

## 6. Concept of Operation

- a. The EOC and staff of the central office are activated on order of the state director.
- b. The severity and magnitude of the disaster determines the degree and extent of staff activation and mobilization of resources and may be ordered on a full staff basis or on a limited scale by designation of specific staff and resources to be mobilized.
- c. The executive suite of the central office will function as the operations center for the EOC.
- d. When mobilized for duty in the EOC, the staff assumes the roles assigned and operates according to standing operating procedures established by the executive, operations, information, communication, and support groups.
- e. Central office staff will be assigned an emergency operations position and a primary contact person. The staff must make contact with the primary contact person as soon as a disaster warning has been issued or, in the case of an unexpected disaster, staff will secure their own family and at the first possible time, contact their primary contact.

## 7. Tasks

### a. Pre-disaster

#### (1) Executive Group

- (a) Establishes and maintains contact with state disaster preparedness, governor's office and other agencies needed.
- (b) Maintains standing operating procedures for EOC.
- (c) Alerts and organizes the EOC.
- (d) Maintains a plan of action including deployment of personnel and equipment to implement plan.

#### (2) Operations

- (a) Practice the execution of plan.
- (b) Prepare central office facility for emergency to include power, water, etc.

#### (3) Communication Center

- (a) Maintains communication system in readiness condition for the central office.
- (b) Sets up communication procedures and location.
- (c) Plans for utilization of communication equipment in regions.

#### (4) Information Group

- (a) Maintain liaison with news media.

(5) Support Group

- (a) Identifies all methods of contacting staff.
- (b) Provides ID cards for central office staff.

**a.** Disaster Phase

**(1)** Executive Group

- (a) Evaluate information from disaster area.
- (b) Initiates resources to support disaster operations.
- (c) Directs support operation.

## **ATTACHMENT A**

### **Elements To Be Included In A Disaster Plan.**

The following items are considered essential to a well-written disaster/emergency preparedness plan developed by a regional facility or a county Disabilities and Special Needs Board or QPL Residential Habilitation Provider:

1. Give the references that show organization's authority and also refer to other disaster preparedness plans that the local plan, if any, the plan ties into.
2. Define the purpose for the plan.
3. Outline the organizational structure of the agency and how these various components have responsibilities for responding to emergency situations.
4. Describe specific responsibilities of the key administrative personnel.
5. Describe the mission, organization's function, and location of an emergency operations center that would be activated in the event of an emergency.
6. Describe backup communication system during an emergency.
7. Describe emergency power source back up or contingency plans.
8. Describe emergency food supplies acquisition plans.
9. Describe health and sanitation plans.
10. Describe transportation capabilities available to respond to emergencies.
11. Describe temporary emergency shelter capabilities.
12. Describe plan for evacuation of and receipt of consumers.
13. Provide specific information to respond to the following types of emergencies:
  - a) Hurricane
  - b) Severe local storm to include tornadoes
  - c) Flooding
  - d) Forest Fire
  - e) Snow and/or ice
  - f) Earthquake
  - g) Nuclear accident
14. Describe the actions to be taken during disaster/ emergency phases to include pre-impact, phase impact phase, and recovery phase.

<b>DDSN EMERGENCY RELOCATION AGREEMENTS (DISASTER EMERGENCY PREPAREDNESS PLANS)</b>
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<b><u>REGION/BOARD/PROVIDER</u></b>	<b><u>RELOCATION AGREEMENT</u></b>
<b><u>DISTRICT I</u></b>	
Midlands Center	Whitten, Coastal, Pee Dee Centers & Locally
Whitten Center	Midlands, Coastal, Pee Dee Centers & Presbyterian College
Aiken County	Colleton, Jasper & Orangeburg Counties
Anderson County	Grant School, Belton Community Center, Orville Bpt Church, Trinity United Methodist Church, & Williamston Fire Dept.
Babcock Center	Calhoun, Charleston, Dorchester & Williamsburg Counties
Burton Center	Beaufort & Calhoun Counties
Calhoun County	Babcock Center & Burton Center
Charles Lea Center	Hampton County
Chester/Lancaster County	Bamberg, Lee, York Counties & USC Lancaster
Cherokee County	Charles Lea Center
Fairfield County	Midlands Center & York County
Greenville County	Area Churches & Fountain Inn Activity Center
Kershaw County	Babcock Center & Greenville County
Laurens County	Charles Lea Center
Newberry County	Berkeley Citizens & York County
Oconee County	Anderson County & Bountyland Baptist Church
Pickens County	Red Cross Shelters, Powdersville 1 <sup>st</sup> Baptist & Crossroads Baptist Churches
Union County	Sardis United Methodist Church
York County	Chester/Lancaster, Fairfield & Newberry Counties
<b><u>DISTRICT II</u></b>	
Coastal Center	Midlands & Whitten Centers
Pee Dee Center	Midlands, Whitten & Coastal Centers
Allendale/Barnwell Counties	CHESCO Services
Bamberg County	Hampton & Lancaster Counties
Beaufort County	Anderson County & Burton Center
Berkeley County	Clarendon & Newberry Counties
Charleston County	Babcock Center
CHESCO Services	Community Options
Clarendon County	Berkeley Citizens & Newberry County
Colleton County	Aiken County
Darlington County	Marion/Dillon & Sumter Counties
Dorchester County	Babcock Center & Orangeburg Counties
Florence County	Sumter County, Red Cross Shelters & M. B. Wallace Center
Georgetown County	Florence County
Hampton County	Bamberg County & Charles Lea Center
Horry County	Florence County
Jasper County	Aiken County
Lee County	Pee Dee Center, Chester/Lancaster & Sumter Counties
Marion/Dillon County	Pee Dee Center, CHESCO Services & Clarendon County
Marlboro County	Marion/Dillon Counties
Orangeburg County	Aiken & Dorchester Counties
Sumter County	Florence & Lee County
Williamsburg County	Babcock Center
<b>RESIDENTIAL QPL PROVIDERS</b>	
Care Focus	Local Hotels and Shelters
Carolina Autism Supported Living	Crafts Farrow State Hospital
Community Options	CHESCO Services
South Carolina Mentor	Midlands & Whitten Centers
United Cerebral Palsy of SC	Community Shelters & Other Agency Facilities